

EXAM INVIGILATOR JOB DESCRIPTION

SCHOOL: Conyers School

POST TITLE: Exam Invigilator

REPORTS TO: Exams Officer

MAIN PURPOSE: To support with the invigilation of both trial and external exams

The role of the invigilator

To ensure that examinations are conducted according to the regulations to:

1. ensure all candidates have an equal opportunity to demonstrate their abilities
2. ensure the security of the examination materials before, during and after the examination
3. prevent possible candidate malpractice
4. prevent possible administrative failures

General requirements

- Experience of invigilation is desirable but not essential as training in the role and duties of an invigilator will be provided
- Invigilators are required to declare if they have invigilated previously and whether they have any current maladministration/malpractice sanctions applied to them
- Invigilators are required to confirm their availability in advance of main exam periods
- Invigilators must confirm the confidentiality and security requirements surrounding the invigilation process are known, understood and will be followed at all times

An ideal candidate will:

- be reliable, flexible and readily available during main examination periods
- have effective communication skills and good interpersonal skills
- work well as part of a team
- be confident and a reassuring presence to candidates in exam rooms
- be able to give instructions and manage situations involving different groups of people
- have basic IT skills (familiar with use of email, mobile phone messaging etc.)
- seek to achieve competence in the role and a rigorous understanding of the JCQ regulations

Main duties

To conduct examinations in accordance with the Joint Council for Qualifications (JCQ), awarding body and Conyers School's regulations and instructions.

To have a key role in upholding the integrity and security of the external examinations/assessment process.

Before exams

- Report to and be briefed by the exams officer prior to each exam session
- Keep confidential exam question papers and materials secure before, during and after exams
- Ensure exam rooms are set up according to the requirements
- Admit candidates into exam rooms under formal examination conditions
- Give full attention to conducting the examinations properly
- Identify candidates and seat candidates according to the required arrangements
- Distribute the correct question papers and exam materials to candidates
- Instruct candidates in the conduct of their exams
- Deal with candidate questions
- Start exams

During exams

- Supervise and observe candidates at all times and be vigilant throughout
- Keep disruption in examination rooms to a minimum
- Deal with emergencies or irregularities effectively
- Record/report any incidents, disruption or irregularities
- Complete attendance registers
- Deal with candidate questions according to the regulations

After exams

- Instruct candidates in finishing their examinations and collect examination scripts and materials
- Dismiss candidates from the examination room
- Check candidates' names on scripts, match the details on the attendance register
- Securely return all examination scripts, question papers and materials to the exams officer

Other tasks

- Undertake training, update and review sessions as required
- Undertake relevant online invigilator training and assessment for that academic year
- Undertake, where required and where able, other duties requested by either the exams officer or the senior invigilator, for example
 - centre supervision of exam timetable clash candidates between exam sessions
 - facilitating access arrangements for candidates, for example as a reader, scribe etc. (full training will be provided)
 - other exams-related administrative tasks including maintaining question paper security by supporting the 'second pair of eyes check'

Safeguarding - Promoting the Welfare of Children and Young People:

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

EXAM INVIGILATOR PERSON SPECIFICATION

POST TITLE: EXAM INVIGILATOR

GRADE: F SCP 7

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> ● Willingness to participate in training and development opportunities 	
EXPERIENCE:		<ul style="list-style-type: none"> ● Experience of working in a school environment ● Experience of exam invigilation
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> ● Ability to relate well to children and adults ● Ability to work effectively as part of a team ● Good communication and listening skills ● Ability to work under pressure and to tight deadlines ● Methodical with a good attention to detail ● Good time management and organisational skills ● Be able to maintain confidentiality 	<ul style="list-style-type: none"> ● Knowledge of Child Protection ● Equal Opportunities and recognising the nature of the diverse school community
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> ● Friendly approachable and professional manner ● Calm approach ● A commitment to working as part of the whole school team and supporting the vision and aims of the school 	